

Part 404-Land Treatment –Long Term Contracting

Subpart A- General

WV404.0 (d) (1) The National Finance Center (NFC) requires that all government payments must be made by Electronic Fund Transfer (EFT).

The only exceptions to this requirement are as follows:

- (a) Where an individual determines, in his or her sole discretion, that electronic funds transfer would impose a hardship due to a physical or mental disability or a geographic, language, or literacy barrier, or would impose a financial hardship. In addition, the requirement to receive payment by electronic funds transfer is automatically waived for all individuals who do not have an account with a financial institution. Where the political, financial, or communications infrastructure in a foreign country does not support payment by electronic funds transfer;
- (b) Where the payment is to a recipient within an area designated by the President or an authorized agency administrator as a disaster area. This waiver is limited to payments made within 120 days after the disaster is declared;
- (c) Where either:
 - (1) A military operation is designated by the Secretary of Defense in which uniformed services undertake military actions against an enemy, or
 - (2) A call or order to, or retention on, active duty of members of the uniformed services is made during a war or national emergency declared by the President or Congress;
- (d) Where a threat may be posed to national security, the life or physical safety of any individual may be endangered, or a law enforcement action may be compromised;
- (e) Where the agency does not expect to make more than one payment to the same recipient within a one-year period, i.e., the payment is non-recurring, and the cost of making the payment via electronic funds transfer exceeds the cost of making the payment by check; or
- (f) Where an agency's need for goods and services is of such unusual and compelling urgency that the Government would be seriously injured unless payment is made by a method other than electronic funds transfer; or, where there is only one source for goods or services and the Government would be seriously injured unless payment is made by a method other than electronic funds transfer.

Title 120 – General Manual

- (2) In order to set up Program Participants in the Foundation Financial Information System (FFIS) the Financial Management Staff must have their name, address, phone number, tax identification number and banking information before funds can be obligated. Vendor Express is being phased out and is no longer an option.

An [SF 1199A “Direct Deposit Sign-up Form”](#) should be given to a Program Participant at the time the program contract is being signed ([See Example Letter](#)). This [SF 1199A](#) form will print out 3 pages, the participant will need to fill out all three pages. The first page is to be sent to Financial Management Staff, the second page is for the Financial Institution and the third page is for the Program Participant’s files. This information will be entered into the FFIS system. Each District Conservationist will need to verify that the address and banking information is current when payment is requested. If the Financial Management Staff are not aware of changes, this could cause a problem with the payment being received by the Program Participant. Please have the Program Participant notify the Financial Management Staff in writing of any changes regarding change of address and / or any changes to financial institution information. Please urge the Program Participant to keep their information up-to-date.